

**City of Santa Clara**

Building Inspection Division
1500 Warburton Avenue
Santa Clara, CA 95050
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Email: BuildingInspection@santaclaraca.gov
Permit Center: (408) 615-2420
Email: PermitCenter@santaclaraca.gov
Automated Inspection Scheduling System: (408) 615-2400

Complete Third Party Review Request

PLAN CHECK NUMBER:BLD20_____ Date of request: _____

Approved by: _____ or Disapproved by: _____

A Third Party Review can be used to expedite a regular-cycle project containing major improvements/ alterations or new construction. Since additional fees and coordination is required, a short-cycle project usually cannot benefit from this procedure.

The City approved Third Party Review Agency should be contracted to review all on-site construction related codes applicable to the project, including but not limited to, structural, architectural, Title 24 energy, mechanical, electrical, plumbing, civil, acoustical, FEMA, etc.

Building address: _____ Type of construction: _____

Proposed work: _____ Type of occupancy: _____

Third Party Plan Check Agency: _____

Name of applicant (print): _____ Telephone #: _____

Signature: _____ Date: _____

Mailing address: _____

By signing this request, the applicant is confirming the knowledge of the following:

1. Any other City departments' approvals are still required prior to permit issuance.
2. Two additional sets of plans/documents are required for the 3rd party plan check agency.
3. When the 3rd party plan check is completed, two sets of approved stamped plans/documents will be submitted with the approval letter from the 3rd party agency to the Building Division for final review and processing prior to final Building Division approval. The processing may take five to fifteen working days.
4. The City is to receive the adjusted final plan check fees. The applicant shall pay the 3rd party plan check agency for their service directly.
5. Any substantial changes and/or revisions to the project after issuance of a building permit shall be submitted to the Building Division prior to review by the same third party plan check agency.